

The First Annual Reading



Sunday, September 13th from 12:00 Noon - 6:00 PM

This event is expected to draw large crowds as the First Reading Street Faire, the Official Grand Opening of the newly restored Downtown and Flagpole Rededication!

The Faire will feature...

- Live Music, Dance & Street performers
- Family-friendly activities
- Classic Car Show
- Children's Bouncer
- Food Vendors
- Arts & Crafts Vendors
- Vintage Goods Vendors
- Town Information Booths

Mail Application to:

Reading Fall Street Faire c/o Community Services
Reading Town Hall
16 Lowell Street
Reading, MA 01867

Dates & Deadlines:

- **August 1st by 5:00 PM.** Application and full payment due for all spaces. If space is available, late applications will be accepted subject to a \$25 late fee.
- **August 15th:** Confirmation and booth assignment will be emailed to vendors.
- **September 1st:** If you have not received your confirmation please send email to readingfaire@sgoldy.com
- **No refunds after August 1st.**

Set-Up:

- The Street Faire area is closed to car traffic the morning of the event.
- Non-Food Vendor setup is from 8:00 – 11:00 AM.
- Food Vendor set-up is from 8:00 - 9:30 AM (Inspections will begin at 9:30 AM).
- Vendors may not enter Street Faire area until 8:00 AM.

Break-Down:

- Vendors must stop selling at 6:00 PM.
- Vendor vehicles will be allowed to enter the site after 6:00 PM.
- Vehicles, booths and street area must be cleared by 7:00 PM for street cleaning.

Vendor Rules:

- Products must be confined to booth area.
- Sidewalks and curbs must be kept clear.
- **Vendors provide their own tables, chairs, 10' x 10' tents/canopies, electricity, propane, and water.**
- Vendors must provide and place trash containers in their space.
- Tied bags of trash may be left on site for pick-up by the DPW. No other debris to be left on site.



The First Annual Reading Street Faire VENDOR APPLICATION



Note: You must complete entire application to be processed.

Business/Organization Name: _____

The email address you provide will be the one we use to send your confirmation

Contact Name: _____

Street Address: _____

City, State, ZIP: _____

Telephone: _____

Email address: _____

Website: _____

- Remember: All insignias and brand Merchandise **MUST BE LICENSED**.

- Reading Fall Street Faire
C/O Community Services Office
Reading Town Hall
16 Lowell Street
Reading, MA 01867

- Questions?
Email to readingfaire@sgoldy.com

- RAIN OR SHINE!

Please provide a description of products you are bringing to the Faire:

NON-FOOD VENDORS

Vendor Categories	Booth Size and Fees	Number of Spaces	Total Due
Local Reading Businesses	10' x 10' (tent ok) \$100		
Local Reading Organizations	10' x 10' (tent ok) \$100		
Outside Businesses	10' x 10' (tent ok) \$150		
Outside Organizations	10' x 10' (tent ok) \$150		

FOOD VENDORS (Please see information on following page)

Vendor Categories	Booth Size and Fees	Number of Spaces	Total Due
Local Reading Businesses	10' x 10' (tent ok) \$100		
Local Reading Organizations	10' x 10' (tent ok) \$100		
Outside Businesses	10' x 10' (tent ok) \$150		
Outside Organizations	10' x 10' (tent ok) \$150		
All Categories	Temp. Food Permit (fee waived)		
All Categories	Propane Permit (fee waived)		
All Categories	Electrical Permit (fee waived)		

**Your Application and Fee Must be Received by August 1st at 5:00 PM.
Make Sure to Complete the Second Page of this Application Also.**

Mail completed Application, along with check made out to **The Downtown Steering Committee**, to:

**Reading Fall Street Faire c/o Community Services Office,
Town of Reading, 16 Lowell Street, Reading MA 01867**

FOOD PERMIT INFORMATION

- Permits to cook and serve food are granted by the Town of Reading Health Department. All food vendors are required to obtain an individual food permit and have a conversation with Larry Ramdin, Health Department Administrator. The fee for the food permit is waived. Spaces will be confirmed after the food permit is granted.
- Please mail both the Faire Application and the Food Permit Application together to Reading Fall Street Faire at the address above. We will submit the Food Permit Application to the Health Department.
- Reading restaurants are permitted to use a tent on the street in front of their establishment. No permit will be required. All other food safety requirements are applicable.

FOOD VENDOR INFORMATION

- If you will be using propane, you must apply for the required gas permit from the Building Department. Important regulations regarding the use of propane must be met. All propane tanks/carts are subject to inspection by a Gas Inspector and Fire Department Inspector. The fee for the propane permit is waived.
- If you are bringing a generator to supply electricity, you must apply for the required electrical permit from the Building Department. The fee for the electrical permit is waived.
- Food Carts must be equipped with fire extinguisher, sneeze guard, hand-washing facilities, cold storage, trash barrels and trash bags.
- No deep-fat frying or open flame barbeque allowed, unless cooking is completely contained within approved commercial vending cart. Cooking oil may not be disposed of on the street, or the vendor will be fined.
- **All food service vendors will be inspected prior to and during the event by the Fire & Health Departments.**
- **Failure to comply with food safety regulations will result in suspension of your permit and immediate closure of your vendor space.**

The Applicant/Vendor agrees to indemnify and hold harmless the Town of Reading from any and all claims and judgments for personal injuries or damage to property resulting directly or indirectly from the activities in connection with which permission is given to participate in the Fall Street Faire, and from any costs and expenses to which the Town of Reading may be subjected or which it may suffer or incur by reason thereof. The Applicant/Vendor further agrees to comply with the pertinent provisions of the Town of Reading Bylaws and the laws of the Commonwealth of Massachusetts. The Applicant/Vendor has read the list of vendor responsibilities and has agreed to all the terms and conditions of this Application.

Your Signature _____ **Date** _____

Business Name: _____

In order for your application to be complete, you must include a COMPLETE application and payment in the form of a check, payable to The Downtown Steering Committee. Be sure to indicate your business name on your check.

Here is a checklist to ensure you included everything:

- | | | |
|--|---|--|
| <input type="checkbox"/> Complete Application | <input type="checkbox"/> Payment | <input type="checkbox"/> Signature |
| <input type="checkbox"/> Complete Product List | <input type="checkbox"/> Proper Permits | <input type="checkbox"/> Food Permit Application |

We reserve the right of final acceptance of vendors to this event. We seek to create a mix of products, crafts and entertainment. Vendors who do not follow the rules will not be invited to future events.

Questions? Email to smwclarke@verizon.net and michelerwilliams@comcast.net